

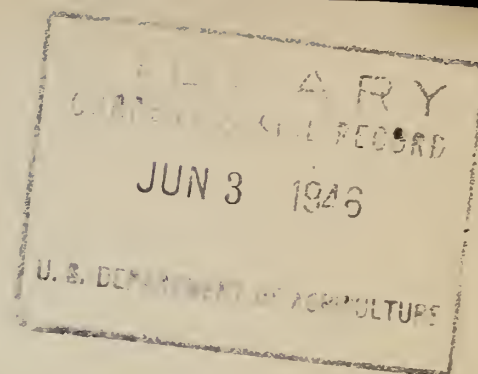
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UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
LIVESTOCK BRANCH
WASHINGTON 25, D. C.



March 15, 1946

MARKET NEWS AND GRADING DIVISION MEMORANDUM LSM NX-118

To: All Field Offices, Livestock, Meats & Wool Market News
From: Fred J. Beard, Chief, Market News & Grading Division
Subject: RE: ANNUAL LEAVE - 1946.

The granting of annual leave to technical employees at times of the year most desired by the individual has long been a problem in the market news service. It is going to be equally difficult to work out an acceptable program for the coming summer season.

The fixing of suitable annual leave periods is dependent upon the availability of personnel and the necessity of scheduling relief reporters so that travel may be accomplished with the least possible delay and expense. In view of these problems and in order to accommodate everyone requesting annual leave during the year, it is almost imperative that some of our employees consider taking at least a part of their leave in the winter or spring months.

Reporters stationed at the one man offices can be afforded no opportunity for annual leave unless and until relief help is provided; whereas reporters at the other stations frequently find it possible to take leave for one to a few days on short or no advance notice. In view of these conditions, the maximum possible consideration should be given to employees at the one man stations.

In order that acceptable schedules of annual leave may be worked out and approved, it is desired that each field office submit by March 31, if possible, a schedule of the leave desired by the technical market news employees of its office, giving a first and second choice. It is also desirable that the Washington office be advised whenever a technical employee is on annual or sick leave for more than a few days, as occasionally emergency calls are received for relief assistance. This makes it essential that we be posted on the availability of employees in order to dispatch relief orders with the least possible delay.

Officers in charge at field stations will work out and approve annual leave schedules for their respective clerical employees. In accomplishing this assignment the employment of relief clerical help should be held to a minimum.

Fred J. Beard

